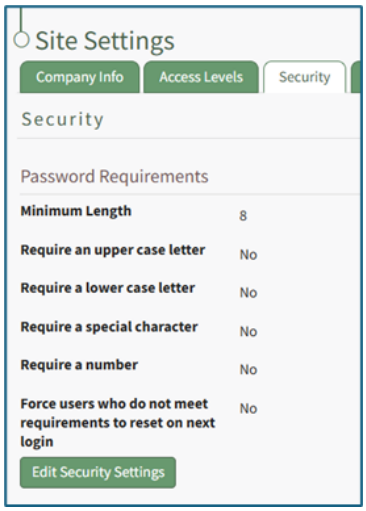
Understanding KAStrack's Password and Username Requirements

The default settings in KAStrack require passwords to be a minimum of 8 characters. By default, a temporary password is entered for a new user, who is required to update their password at initial login. Individuals with an Admin access level can alter password requirements by going to the Security Tab of the Site Setting Module.

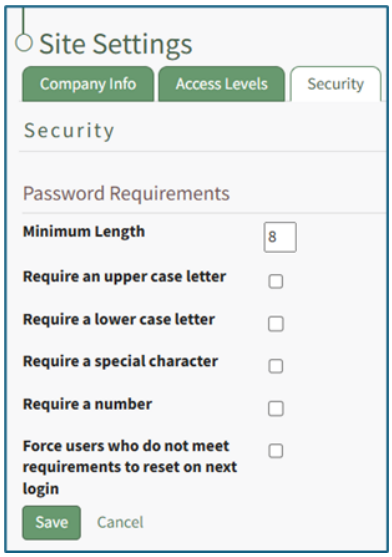
> All passwords created through an import of information will be designated as temporary.

How To: Edit Password Requirements

To edit password requirements, open the Security Tab in the Site Settings Module. The current settings will show before changes are made.



Select the “Edit Security Settings” button, opening an editable Password Requirements Page.

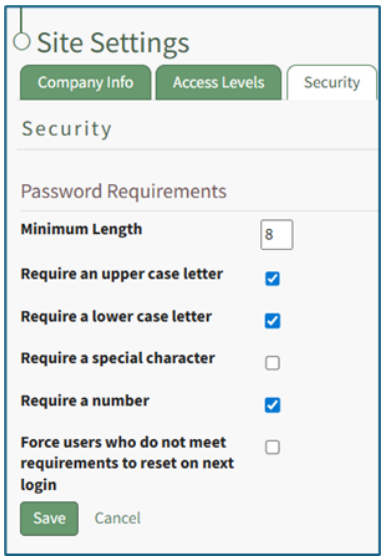


Input a whole number as your preferred minimum length requirement into the textbox.

Select the appropriate checkboxes to require users to have an uppercase letter, lowercase letter, special character, and/or number in the password.

Selecting the “Force users who do not meet requirements to reset on next login” checkbox will require any existing users whose password is no longer compliant to reset their password when they attempt to login next.

> New users will be forced to meet the requirements when they login for the first time / register their account.



Click “Cancel” to return to the Security Tab without making any changes.

Select the “Save” button and return to the Security Tab. The changes made and saved are now reflected on the Security Tab.

Usernames can only include alphabetical lowercase letters, numbers, hyphens (-), underscores (_), periods (.), or “at” signs (@). No other special characters or spaces are permitted, and usernames cannot start with an underscore.

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